

TREC-A WORKSHEET

REVISED 08/07/2008

Tennessee Real Estate Commission (TREC)
500 James Robertson Parkway, Suite 180
Nashville, Tennessee 37243-1151
(615) 741-2273 or (800) 342-4031/Fax (615) 741-0313
www.state.tn.us/commerce/boards/trec

EDUCATIONAL AND EXAMINATION EVALUATION WORKSHEET AND PRELIMINARY APPLICATION Non-Resident and Resident Candidates Currently or Previously Licensed in another Jurisdiction

Name _____ SSN _____ DOB _____

Resident Address _____
Street City County State Zip

Mailing Address _____
P.O. Box Only City County State Zip

Phone (O) _____ (H) _____ (Fax) _____ email _____

LICENSING GUIDELINES:

- ❖ RECIPROCITY APPLIES ONLY IF YOU HOLD AN ACTIVE LICENSE AND RESIDE IN A STATE WHICH HAS A RECIPROCAL AGREEMENT WITH TENNESSEE, AND YOU TESTED TO GET YOUR LICENSE IN THAT STATE
- ❖ IN TENNESSEE, AN ENTRY LEVEL SALESMAN IS AN AFFILIATE BROKER
- ❖ ALL LICENSEES MUST BE AFFILIATED WITH A TENNESSEE LICENSED FIRM
- ❖ TENNESSEE REQUIRES EACH REAL ESTATE FIRM (OFFICE) TO HAVE A FIRM LICENSE AND PRINCIPAL BROKER. EACH BRANCH OFFICE IS TREATED AS A SEPARATE FIRM
- ❖ NO LICENSEE MAY AFFILIATE WITH A FIRM THAT IS MORE THAN 50 MILES FROM THE LICENSEE'S RESIDENCE.
- ❖ ALL ACTIVE TENNESSEE LICENSEES MUST CARRY ERRORS AND OMISSIONS INSURANCE WHICH COVERS TENNESSEE TRANSACTIONS

What type of license do you wish to obtain in Tennessee? A. Affiliate Broker (Salesman) ☐ B. Broker ☐

Part A (to be completed by all candidates)

1. Do you now hold or have you held an affiliate broker (salesman) or broker license in any state or jurisdiction? Yes ☐ or No ☐

IF NO, STOP. You cannot use this form. See page 3 of PSI's Candidate Information Bulletin (available on our website) for license requirements.

IF YES, list the state(s), license number(s), type of license(s) and expiration date(s). Then proceed to question 2.

STATE	LICENSE NUMBER	TYPE OF LICENSE	EXPIRATION DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Do you currently live in Tennessee? Yes ☐ or No ☐

IF YES, go to PART D, NON-RESIDENT/RESIDENT LICENSING

IF NO, go to question 3

3. Are you are resident of Florida or New Hampshire? Yes ☐ or No ☐ If yes, go to **PART B, LIMITED RECIPROCAL LICENSING. IF NO, go to Question 4**
4. Do you currently live (a legal resident of) in one of the following states: Alabama, Arkansas, Colorado, Connecticut, Georgia, Idaho, Iowa, Kentucky, Louisiana, Massachusetts, Mississippi, Montana, Nebraska, New Mexico, North Carolina, North Dakota, Oklahoma, South Dakota, Virginia, West Virginia, or Wyoming? Yes ☐ No ☐ If yes, which state? _____

IF YES, go to PART C, RECIPROCAL LICENSING.

IF NO, go immediately to PART D, NON-RESIDENT/RESIDENT LICENSING

Signature

Date

PART B. LIMITED RECIPROCAL LICENSING (Florida and/or New Hampshire) (must be a resident of, and received license by examination in Florida and/or New Hampshire)

1. Applicant must obtain a Certification of Licensure or License History from every state listed in PART A, Question 1. (must have been issued within 6 months prior to application and include education history, examination source and score)
2. Applicant must attach Certification of Licensure History form(s) to Page 1 of this form and send to TREC.
3. After review by staff, an approval to take the Tennessee section of the exam will be generated by TREC and you will be notified.
4. Applicant must take and pass the Tennessee section of the affiliate or broker examination. Passing the examination will generate an application for a license.
5. Applicant must submit the completed application. Follow all instructions.

PART C. RECIPROCAL LICENSING (must be a resident of, and received license by examination in that reciprocal state)

1. Applicant must obtain a Certification of Licensure or License History from every state listed in PART A, Question 1. (Must have been issued within 6 months prior to application and include education history, examination source and score).
2. Applicant must complete an **Application for License by Reciprocity** (Affiliate Broker or Broker) (See Website for Application Form), submit the Certification of Licensure or License History forms(s) with all documentation and fees.
3. Applications are subject to the approval of TREC under Regulation 1260-1-.02 as amended and a license is not granted until all requirements are met.

PART D. NON-RESIDENT/RESIDENT LICENSING

1. Applicant must obtain a Certification of Licensure or License History from every state listed in PART A, Question 1. (must have been issued within 6 months prior to application and include education, examination source, and score)
2. If you answered A (Affiliate Broker) to PART A, Question 1, go directly to Section (a) of this part. If you answered B (Broker) to PART A, Question 1, go directly to Section (b) of this part.

Section (a) (Affiliate Broker)

1. Affiliate Broker candidates must provide proof of satisfactory completion of ninety (90) hours of real estate education which includes at least thirty (30) hours of real estate principles and the Tennessee 30-hour Course for New Affiliates (CNA). The remaining 30 hours can be approved electives. Education hours must be accepted for credit by the resident state of licensure before being considered for credit by TREC. **Candidates must provide copies of certificates if the education is not included on the Certification of Licensure or License History form(s).**
2. Affiliate Broker candidates must provide proof of passing a national real estate examination (Prometriz, PSI AMP, Promissor or ARELLO Certified), since June 30, 1980, (minimum passing score of 70% on the national or uniform section of the examination in order to be granted a waiver of the uniform section. If the state where you tested creates their own examination, you will be required to take both parts of the Tennessee exam.
3. Applicant must attach Certification of Licensure or License History form(s) to Page 1 of this form and send to TREC.
4. After review by staff, an approval to take the Tennessee section of the exam will be generated by TREC and you will be notified.
5. Applicant must take and pass the Tennessee section of the affiliate or broker examination. Passing the examination will generate an application for a license.
6. All Affiliate Broker candidates must pass the Tennessee law section of the Tennessee Examination (minimum passing score of 70%).
7. Passing the examination will generate an application for a license.
8. Submit the completed application with all required documentation. Applications are subject to the approval of the TREC under Regulation 1260-1-.02 as amended.

Section (b) (Broker)

1. Broker candidates must provide proof of satisfactory completion of one hundred-twenty (120) hours of real estate education including at least thirty (30) hours of real estate office and brokerage management or equivalent. Education hours must be accepted for credit by the resident state of licensure before they will be considered for credit by TREC. **Candidates must provide copies of certificates if the education is not included on the certification.**
2. Provide proof of having an active real estate license for at least three (3) years. (must be included on certification of licensure)
3. Broker candidates must provide proof of passing a national real estate examination (Prometriz, PSI AMP, Promissor or ARELLO Certified), since June 30, 1980, (minimum passing score of 75%) on the national or uniform section of the examination in order to be granted a waiver of the uniform section. Score must show on certificate of licensure. If the state where you tested creates their own examination, you will be required to take both parts of the Tennessee exam.
4. Applicant must attach Certification of Licensure or License History form(s) to Page 1 of this form and send to TREC.
5. After review by staff, an approval to take the Tennessee section of the exam will be generated by TREC and you will be notified.
6. All Broker candidates must pass the Tennessee law section of the Tennessee examination (minimum passing score of 75%).
7. Passing the examination will generate an application for license.
8. You must submit the application. Applications are subject to the approval of TREC under Regulation 1260-1-.02 as amended.

While this information is deemed correct, the laws, policies, and regulations do change and such changes might not be reflected on this instruction sheet.